



OFFICE OF **INSPECTOR GENERAL** U.S. DEPARTMENT OF THE INTERIOR

Contingency Plan for Lapse in Appropriations

SUMMARY

In the event of a failure by Congress to enact an Interior and Related Agencies Appropriations Act for FY 2011 or new Continuing Resolution, the Office of Inspector General (OIG) will be required to close down all non-essential operations. As a result, the OIG will place all non-excepted personnel on furlough, close OIG offices to the public and non-excepted employees, and cease all non-essential services.

The OIG is an oversight agency that accomplishes its mission by conducting investigations, audits, evaluations, and prevention activities. The OIG does not routinely provide emergency services or resource protection. As such, the majority of OIG staff will be furloughed and recalled only if their services become necessary¹.

There are two main groups of employees who will be considered excepted should a lapse in appropriated funding occur - a limited group to effectuate internal operations and certain employees working on the Deepwater Horizon criminal investigation. To maintain internal OIG operations we have identified 14 OIG employees as mission essential to provide critical internal services for the operation of the OIG that includes, but is not limited to, payroll, staffing, benefits, contracting, finance, facility operations, and employee support.

The OIG Office of Investigations is responsible for the investigation of criminal, civil, and administrative allegations regarding DOI employees and DOI programs. A review of active investigations identified one major investigation that warranted staffing during a lapse in appropriated funding. The OIG will continue its Deepwater Horizon criminal investigation in which 19 employees, mostly detailed to New Orleans, have been identified as excepted personnel. Partner Federal agencies in the Deepwater Horizon investigation have also designated their investigative teams as excepted personnel. All other investigations will be placed on hold and assigned investigative staff will be furloughed. Law enforcement employees subpoenaed for trials or identified necessary for trial preparation during the furlough will be recalled for the period of time required for court – should Federal Courts remain open.

The OIG special agents are sworn law enforcement officers available for emergency response and available to support other DOI law enforcement in emergency situations. The DOI OLESEM has advised that OIG law enforcement support will not be needed during the initial period of a department closure; therefore, all special agents not necessary for the Deepwater Horizon investigation will be furloughed².

The OIG has 14 locations across the United States and Insular Islands. We will be closing all offices to the public and only keeping locations open where excepted personnel are working. If a

¹ The OIG has 10 employees detailed to the Recovery Accountability Transparency Board (RATB) that will be excepted from furlough by the RATB with multi-year funding reimbursable to the OIG.

shutdown is required, a supervisor will be designated to report to work to complete shutdown actions and to ensure all employees received and complied with notice of furlough.

The OIG has sufficient funds available to cover a short-term furlough contingency plan.

The OIG has prepared employee contact lists and arranged for designated email address (HRUPDATE@doioig.gov) and telephone contact (703-487-5408) in order for employees to obtain work status and other information during the furlough period. Employees will be provided with recall procedures and furlough FAQs when provided with notice of furlough.

SUMMARY OF REPORTING INFORMATION

- Estimated time to complete shutdown 4 hours
- Number of employees on-board before implementation of plan 263
- Total number of employees retained under contingency plan 31
- Number of employees projected released after implementation 5

Excepted Personnel: (see attached roster)

Current OIG onboard employees:	263
Total number of employees to be furloughed	222
Total number of excepted personnel:	31*
Law enforcement excepted (Deepwater criminal)	18
OIG operations	13
Total employees placed “on-call”	66
Total employees funded by multiyear or carryover	0
Total employees funded by resource other than appropriations	10**
Employees required for public safety and not otherwise exempt	0

*Additions or subtractions to designated excepted personnel will be determined on a case-by-case situation as needs change. This number does not include the 10 OIG employees who have been detailed to the RATB whose salaries are reimbursed through the multi-year funding received by the RATB.

**Captures the 10 detailed employees to the RATB. All salaries are reimbursed to OIG.

OIG Contingency Plan for Financial Shutdown

This contingency plan identifies excepted personnel and operations that will be continued during a lapse of appropriated funding. The plan also outlines communication procedures and responsibilities to ensure OIG personnel are properly notified on required actions in a timely and efficient manner.

Actions

1. Preparation:
 - a) Identify excepted personnel for short-term (less than 3 weeks) period; **completed**
 - b) Identify essential law enforcement responsibilities that must continue during closure period; **completed**
 - c) Identify law enforcement support contingencies for OIG special agents with DOI OLESEM; **completed**
 - d) Draft memorandum to OIG employees designating excepted personnel; **completed**
 - e) Draft memorandum to OIG employees who will be subject to furlough; **completed**
 - f) Draft memorandum to OIG employees who will be placed on call; **completed**
 - g) Identify primary method of communicating with furloughed employees; **completed**
 - h) Establish current list of contact information for all employees; **completed**
 - i) Establish call back procedures and methods; **completed**
 - j) OM Contracting will identify any contracts or purchases that may be impacted by shutdown or lapse of funding and take necessary actions; **completed**
 - k) Employees will be provided a telephone number and email address to verify work status. **completed**
2. Execution:
 - a) Upon notice that a budget or Continuing Resolution is not in effect, the HR Director will notify employees via an all-employee email message alerting employees of the Government shut down;
 - b) If practical, the notice will be delivered to employees prior to their scheduled reporting time to avoid undue hardship or inconvenience;
 - c) Each OIG location will have a designated supervisor that will report to work on the first workday after shutdown to ensure non-excepted employees are not present and excepted personnel are accounted for. Supervisors will depart from locations when confirmations have been made (not to exceed 4 hours);
 - d) Supervisors will make notification when shutdown is completed by email to HRUPDATE@doioig.gov;
 - e) Employees that have been designated as being “on call” will be informed of their status prior to furlough and should be prepared to respond to emergencies within four hours of being notified. Employees who are unavailable for callback on a certain day or time period should notify the OIG HR contact number during the furlough period.
 - f) All employees will be instructed that they are subject to recall and should make arrangements to allow for recall no later than the day following notice of recall;
 - g) The AIG-OM will implement the DOI OIG assistance line by 7:00 AM on the first weekday after shutdown is announced, and activate email to provide information and

- assistance to OIG employees - employees will be responsible for tracking the status of the furlough and returning to work by the next official work day;
- h) Any recall of employees from furlough status must be approved by the Chief of Staff, regardless of length of recall.

3. Administration

- a) Non-excepted employees will be placed on furlough when notice is received through Department officials;
- b) Excepted employees who cannot perform their duties will be placed on furlough;
- c) Excepted employees who have completed their duties, but have not completed a normal workday, will be sent home and placed on furlough for the remainder of the workday;
- d) Office of Investigations employees deemed excepted for a specific investigation will be placed on furlough if they are no longer necessary for the identified investigation;
- e) Employees are not permitted to volunteer services to the Government during furlough period. No exceptions will be granted;
- f) Teleworking during the lapse in appropriation is not authorized for non-excepted personnel;
- g) Employees are not guaranteed reimbursement for furlough time, and may not use leave to avoid furlough;
- h) Employees may monitor OIG issued Blackberrys or email to ascertain operating status, contact information, and to send messages or questions to OIG leadership and HR during the furlough. OIG equipment should not be used to complete work or to accommodate requests if the employee is on furlough.
- i) Timekeeping:
 - i. Excepted employees code 010- regular time
 - ii. Furloughed employees code 103- Furlough used

Office of Inspector General
Contingency Plan for Lapse of Appropriations
(Attachment D)

Part 1: Designation of Essential Programs/Activities

Program/activity	Title and function	Explanation
OIG Internal Operations		Perform essential functions to support services for OIG employees and systems, provide finance and accounting activities, coordinate emergency travel support, continue vital human resources, communicate to employees and public, operate and maintain facilities required for mission excepted personnel and activities, and account for status of the workforce and recall employees to duty, as required.
Deepwater Horizon Investigation	Criminal Investigation	On-going criminal investigation of Deepwater Horizon explosion and loss of 11 lives. Investigation is being conducted by DOI-OIG, FBI, EPA, U.S. Attorney's Office, and delay or temporary shutdown of investigation would result in irreversible harm to the successful outcome of the investigation. All Federal partners have established their Deepwater investigative teams as excepted personnel.

Part 2: Designation of Excepted Personnel
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Title	Role	Location
IG	OIG Operations - senior leadership	MIB
Chief of Staff	OIG Operations - senior leadership	MIB
AIG-Management	Coordinate and oversee internal OIG operational support	MIB
DAIG-Management*	Provide internal OIG operational support.	Reston
Finance Chief	Provide finance and accounting support	Reston
HR Chief	Provide payroll, hiring, benefits support.	Reston
HR Support	HR Support	Reston
Operations Chief*	Facility and COOP operations, employee communications	Reston
Operations Support*	Support for Reston operations staff	Reston
Contracting Officer*	Purchasing, contracting support.	Reston
OIG IT	OIG Network	Reston
OIG IT	OIG Network	Lakewood
OIG IT	OIG Network	Reston
Special Agent	Deepwater Criminal Investigation	NO, LA
Special Agent	Deepwater Criminal Investigation	Herndon
Auditor	Deepwater Criminal Investigation	Atlanta
Auditor	Deepwater Criminal Investigation	Albuquerque

Title	Role	Location
Special Agent	Deepwater Criminal Investigation	NJ
Special Agent	Deepwater Criminal Investigation	Herndon
Special Agent	Deepwater Criminal Investigation	Atlanta
Special Agent	Deepwater Criminal Investigation	Atlanta
Special Agent	Deepwater Criminal Investigation	St Paul
Investigator	Deepwater Criminal Investigation	Herndon
Special Agent	Deepwater Criminal Investigation	Tulsa
Special Agent	Deepwater Criminal Investigation	Atlanta
Special Agent	Deepwater Criminal Investigation	Herndon
Special Agent	Deepwater Criminal Investigation	Herndon
Special Agent	Deepwater Criminal Investigation	Albuquerque
Special Agent	Deepwater Criminal Investigations	Lakewood
Investigator	Deepwater Criminal Investigations	Lakewood
Supv Special Agent	Deepwater Criminal Investigations	Lakewood

* Personnel may be furloughed after 2-3 days.

ON CALL PERSONNEL FOR FINANCIAL FURLOUGH

AIE	ASSISTANT IG FOR AIE	WASHINGTON, DC
AIE	DEPUTY ASST IG FOR AIE	WASHINGTON, DC
AIE	DEPUTY REGIONAL MGR	HERNDON, VIRGINIA
AIE	REGIONAL MGR	LAKEWOOD, COLORADO
AIE	REGIONAL MGR	SACRAMENTO, CALIFORNIA
AIE	REGIONAL MGR	RESTON, VIRGINIA
CRU	WEB MASTER	WASHINGTON, DC
GC	GENERAL COUNSEL	WASHINGTON, DC
GC	ATTORNEY	WASHINGTON, DC
GC	ATTORNEY	WASHINGTON, DC
GC	ATTORNEY	WASHINGTON, DC
IN	SUPERVISORY INVESTIGATOR	WASHINGTON, DC
IN	ASST IG FOR INVESTIGATIONS	WASHINGTON, DC
IN	CRIMINAL INVESTIGATOR	BILLINGS, MONTANA
IN	CRIMINAL INVESTIGATOR	BILLINGS, MONTANA
IN	CRIMINAL INVESTIGATOR	BILLINGS, MONTANA
IN	CRIMINAL INVESTIGATOR	LAKEWOOD, COLORADO
IN	CRIMINAL INVESTIGATOR	LAKEWOOD, COLORADO
IN	SUPVY CRIMINAL INVESTIGATOR	LAKEWOOD, COLORADO
IN	SUPVY CRIMINAL INVESTIGATOR	LAKEWOOD, COLORADO
IN	CRIMINAL INVESTIGATOR	HERNDON, VIRGINIA
IN	CRIMINAL INVESTIGATOR	HERNDON, VIRGINIA
IN	INVESTIGATOR	LAKEWOOD, COLORADO
IN	CRIMINAL INVESTIGATOR	LAKEWOOD, COLORADO
IN	PROGRAM ANALYST	LAKEWOOD, COLORADO

IN	CRIMINAL INVESTIGATOR	LAKEWOOD, COLORADO
IN	SUPERVISORY INVESTIGATOR	LAKEWOOD, COLORADO
IN	CRIMINAL INVESTIGATOR	HERNDON, VIRGINIA
IN	EVALUATOR	LAKEWOOD, COLORADO
IN	AUDITOR	LAKEWOOD, COLORADO
IN	AUDITOR	LAKEWOOD, COLORADO
IN	CRIMINAL INVESTIGATOR	FORT LEE, NEW JERSEY
IN	CRIMINAL INVESTIGATOR	HONOLULU, HAWAII
IN	CRIMINAL INVESTIGATOR	HONOLULU, HAWAII
IN	IT SPECIALIST (INFOSEC)	LAKEWOOD, COLORADO
IN	CRIMINAL INVESTIGATOR	HERNDON, VIRGINIA
IN	IT SPECIALIST (INFOSEC)	LAKEWOOD, COLORADO
IN	CRIMINAL INVESTIGATOR	ALBUQUERQUE, NM
IN	CRIMINAL INVESTIGATOR	ALBUQUERQUE, NM
IN	SUPERVISORY INVESTIGATOR	RESTON, VIRGINIA
IN	CRIMINAL INVESTIGATOR	RESTON, VIRGINIA
IN	CRIMINAL INVESTIGATOR	PORTLAND, OREGON
IN	CRIMINAL INVESTIGATOR	PORTLAND, OREGON
IN	CRIMINAL INVESTIGATOR	WASHINGTON, DC
IN	CRIMINAL INVESTIGATOR	WASHINGTON, DC
IN	CRIMINAL RESEARCH SPECIALIST	WASHINGTON, DC
IN	INVESTIGATOR	WASHINGTON, DC
IN	DIRECTOR PROGRAM INTEGRITY	WASHINGTON, DC
IN	INVESTIGATOR	WASHINGTON, DC
IN	CRIMINAL INVESTIGATOR	RAPID CITY, SOUTH DAKOTA
IN	CRIMINAL INVESTIGATOR	RAPID CITY, SOUTH DAKOTA
IN	SUPVY CRIMINAL INVESTIGATOR	SACRAMENTO, CALIFORNIA
IN	CRIMINAL INVESTIGATOR	SACRAMENTO, CALIFORNIA
IN	SUPVY CRIMINAL INVESTIGATOR	SACRAMENTO, CALIFORNIA
IN	CRIMINAL INVESTIGATOR	SACRAMENTO, CALIFORNIA
IN	CRIMINAL INVESTIGATOR	SACRAMENTO, CALIFORNIA
IN	CRIMINAL RESEARCH SPECIALIST	SACRAMENTO, CALIFORNIA
IN	CRIMINAL RESEARCH SPECIALIST	MINNEAPOLIS, MINNESOTA
IN	EVALUATOR	WASHINGTON, DC
IN	INVESTIGATIVE ANALYST	WASHINGTON, DC
IN	INVESTIGATIVE ANALYST	RESTON, VIRGINIA
IN	CRIMINAL RESEARCH SPECIALIST	LAKEWOOD, COLORADO
IN	ADMINISTRATIVE ASSISTANT	WASHINGTON, DC
IT	ASSISTANT IG FOR IT	WASHINGTON, DC
OM	HR SPECIALIST	RESTON, VIRGINIA
OM	HR SPECIALIST	RESTON, VIRGINIA

DESIGNATED SHUTDOWN OFFICIALS FOR OIG LOCATIONS

Designated Official	Shutdown Location
AIG Management	MIB, Washington, DC*
DAIG Management	Reston, VA*
Special Agent in Charge	Herndon, VA*
Supervisory Investigator	Lakewood, CO*
Resident Agent in Charge	Albuquerque, NM*
Resident Agent in Charge	Atlanta, GA*
Special Agent in Charge	Sacramento, CA
Regional Manager	Sacramento, CA
Resident Agent in Charge	Honolulu, HI
Administrative Assistant	St. Thomas, VI
Special Agent	Rapid City, SD
Special Agent	Portland, OR
Special Agent	Fort Lee, NJ
Resident Agent in Charge	Billings, MT
* Excepted personnel work at location	